



**Illinois Department  
of Transportation**

Notice of Vacancy

IPR# 41949

DATE: May 17, 2017

**TITLE:** Human Resources Associate, Opt. 1  
**OFFICE:** Region 3/District 5/Administrative Services  
**CONTRACT:** AFSCME – RC014

**\* INTERESTED EMPLOYEES MUST SUBMIT A BID FOR THE ABOVE POSITION.**

**BRIEF DESCRIPTION OF DUTIES:** Performs a variety of sensitive and confidential tasks involving payroll administration and diverse personnel-related activities on an ongoing basis consisting of but not limited to payroll, insurance, retirement, Deferred Compensation, and employment verification; ensures compliance with departmental safety rules.

**TRAINING & EXPERIENCE:** Requires knowledge, skill, and mental development equivalent to completion of two years of college or satisfactory completion of an agency approved training program; requires experience which has contributed to the development of knowledge, skills, and abilities which would typically be gained through one year of technical personnel work; requires knowledge of DCMS rules and regulations; requires the ability to maintain difficult records and files and follow oral and written instructions; requires the ability to maintain a satisfactory working relationship with fellow employees, District management, and the general public.

**UNIT:** Personnel Services  
**LOCATION:** 13473 IL Highway 133 W., Paris, IL  
**SHIFT:** 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday  
**PAY GRADE:** RC-014-11  
**SALARY RANGE:** \$3,240 - \$4,592  
**CONTACT PERSON:** Angela Covert, Bureau of Personnel Management, 217/782-5594

**SUBMIT BID TO:** Illinois Department of Transportation, Bureau of Personnel Management,  
Room 113, 2300 S. Dirksen Pkwy, Springfield, IL 62764  
Fax: 217/557-3134 or Email to: [DOT.CO.BPM.EmploymentApplications@illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@illinois.gov)

**BIDS MUST BE RECEIVED BY:** 4:30 p.m. on Thursday, June 1, 2017

**POSTED FROM:** May 18, 2017 **TO:** June 1, 2017

\*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location shall file a request for transfer form.

\*In addition, to the bid form, if bidding for a position in a higher classification, bidder must file a CMS-100B Promotional Examination Application with the Department of Central Management Services and complete a Performance Test, if required.

A handwritten signature in cursive script that reads "Dianna Taylor".